

PHA 5-Year and Annual Plan	U.S. Department of Housing and Urban Development Office of Public and Indian Housing	OMB No. 2577-0226 Expires 4/30/2011
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1.0	PHA Information PHA Name: <u>City and County of Honolulu</u> PHA Code: <u>HI003</u> PHA Type: <input type="checkbox"/> Small <input checked="" type="checkbox"/> High Performing <input type="checkbox"/> Standard <input checked="" type="checkbox"/> HCV (Section 8) PHA Fiscal Year Beginning: (MM/YYYY): <u>07/2011</u>					
2.0	Inventory (based on ACC units at time of FY beginning in 1.0 above) Number of PH units: _____ Number of HCV units: <u>4566</u>					
3.0	Submission Type <input type="checkbox"/> 5-Year and Annual Plan <input checked="" type="checkbox"/> Annual Plan Only <input type="checkbox"/> 5-Year Plan Only					
4.0	PHA Consortia <input type="checkbox"/> PHA Consortia: (Check box if submitting a joint Plan and complete table below.)					
	Participating PHAs	PHA Code	Program(s) Included in the Consortia	Programs Not in the Consortia	No. of Units in Each Program	
	PHA 1:				PH	HCV
	PHA 2:					
	PHA 3:					
5.0	5-Year Plan. Complete items 5.1 and 5.2 only at 5-Year Plan update.					
5.1	Mission. State the PHA's Mission for serving the needs of low-income, very low-income, and extremely low income families in the PHA's jurisdiction for the next five years: This is the Annual Plan update. Mission 5.1 is completed only at the 5-year plan update. The FY2010-2014, 5-year plan can be found at: www1.honolulu.gov/dcs/phaplans.htm or in person at 51 Merchant St., 2 nd Floor, Honolulu, HI 96813					
5.2	Goals and Objectives. Identify the PHA's quantifiable goals and objectives that will enable the PHA to serve the needs of low-income and very low-income, and extremely low-income families for the next five years. Include a report on the progress the PHA has made in meeting the goals and objectives described in the previous 5-Year Plan. This is the Annual Plan update. Goals and Objectives, 5.2 is completed only at the Final-year plan update. The FY2010-2014, 5 year plan can be found at: www1.honolulu.gov/dcs/phaplans.htm or in person at 51 Merchant St., 2 nd Floor, Honolulu, HI 96813					

PHA Plan Update

- (a) Identify all PHA Plan elements that have been revised by the PHA since its last Annual Plan submission: **None**

A Section 8 Administrative Plan is currently being drafted, which will include policies and procedures and any revisions initiated by the Public and Indian Housing Notifications and HUD references

- (b) Identify the specific location(s) where the public may obtain copies of the 5-Year and Annual PHA Plan. For a complete list of PHA Plan elements, see Section 6.0 of the instructions.

- 1) Main administrative office of the PHA: 51 Merchant St., 2nd Floor, Honolulu, HI 96813
- 2) Section 8 Office – 842 Bethel Street, 2nd Floor, Honolulu, HI 96813
- 3) Section 8 Office – Kapolei Hale, Room 118, Kapolei, HI 96707
- 4) PHA local offices: 500 Ala Moana Boulevard, Suite 3A, Honolulu, HI 96813
- 5) PHA website: www1.honolulu.gov/dcs/phaplans.htm
- 6) Mission Memorial Building, Customer Service Department, Information Branch: 550 South King Street, Honolulu, HI 96813

1. Eligibility, Selection and Admissions Policies:

Rules and Regulations of the Section 8 Housing Assistance Programs, City and County of Honolulu, Chapter 1, §1-7, located at 51 Merchant St, Honolulu, Hawaii 96813 (Attachment A)
Eligibility, selection and admission policies remain unchanged.

2. Financial Resources:
(Attachment B)



FY2012 Financial
Resources

Sources	Planned \$
Annual Contributions for Section 8 Tenant-Based Assistance	\$47,417,423
Family Self Sufficiency Coordinator Fees	\$0
Total Resources	\$47,417,423

6.0

3. Rent Determination:

Rules and Regulations of the Section 8 Housing Assistance Programs, City and County of Honolulu, Chapter 1, §1-16, located at 51 Merchant St, Honolulu, Hawaii 96813 (Attachment A)
PHA's payment standard was revised to at or above 90% but below 100% of FMR for all bedroom sizes.
Utility allowance has been amended effective 1/1/2011.

4. Operation and Management: - Rules and Regulations of the Section 8 Housing Assistance Programs, City and County of Honolulu, Chapter 1, located at 51 Merchant St, Honolulu, Hawaii 96813 (Attachment A)

Program Name	Program Size (Baseline)	FY2012 Projected Program based on Funding availability
Section 8 Vouchers	4291	3995
Section 8 Mod Rehab	40	40
Mainstream Vouchers	175	175
Family Unification Program	100	100

5. Grievance Procedures:

Rules and Regulations of the Section 8 Housing Assistance Programs, City and County of Honolulu, Chapter 1, §1-25, located at 51 Merchant St, Honolulu, Hawaii 96813 (Attachment A)

6. Designated Housing for Elderly and Disable Families – N/A

7. Community Service and Self-Sufficiency – N/A


8. Safety and Crime Prevention – N/A

9. Pets – N/A



10. Civil Rights Certification – (Attachment C)



Civil Rights
Certification

	<p>11. Fiscal year Audit – (Attachment D)</p> <p> Single Audit Report-2010</p> <p>12. Asset Management – N/A</p> <p>13. Violence Against Women Act (VAWA)</p> <p>1) Any activities, services, or programs provided or offered by an agency, either directly or in partnership with other service providers, to child or adult victims of domestic violence, dating violence, sexual assault, or stalking:</p> <p>The Hawaii Domestic Violence Crisis Support Resources includes the following resources: The Hawaii State Coalition Against Domestic Violence (HSCADV) and the Ohia Domestic Violence Shelter provides statewide services. The HSCADV coordinates efforts to end family violence in Hawaii by providing education and training on family violence to service providers, collects resource materials, and serves as a clearinghouse, provides technical assistance on family violence matters, and provides facilitation for member agencies. On Oahu, HSCADV member agencies providing resources and support are: DV Services, Child & Family Service, DV Clearinghouse/Legal Hotline, Victim/Witness Services, Committee on Family Violence, Family Peace Center, and the Joint Military Family Shelter. Other resources include: Child Abuse Hotline, Parent Line, Windward Spouse Abuse Center, Women In Need, Catholic Charities, Legal Aid Society of Hawaii and Volunteer Legal Services Hawaii.</p> <p>2) Any activities, services, or programs provided or offered by a PHA that helps child and adult victims of domestic violence, dating violence, sexual assault, or stalking, to obtain or maintain housing: The PHA provides support and resources by providing information about VAWA and making referrals to resource agencies. The PHA has also initiated meetings with resource agencies to learn more about services in the community that are available to child or adult victims of domestic violence, dating violence, sexual assault or stalking.</p> <p>3) Any activities, services, or programs provided or offered by a public housing agency to prevent domestic violence, dating violence, sexual assault, or to enhance victim safety in assisted families.</p> <p>The PHA continues to provide information by notifying families and landlords about VAWA. Landlords are also provided information about VAWA at the annual Section 8 Landlord workshop. The PHA also continues to seek out resources that can be distributed to Section 8 families. In addition through its CDBG Program, the PHA provides funding for the Domestic Violence Action Center to support victims of domestic violence. The following agency received 2010 CDBG funds for domestic violence services. Windward Spouse Abuse Shelter</p>
7.0	<p>Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, and Project-based Vouchers. <i>Include statements related to these programs as applicable.</i></p> <p>1) Homeownership</p> <p>The Homeownership Option Program (HOP) continues to assist families w/new leasing and use of Rental Portfolios with the “Get Ready to Lease Up with Section 8” Projects and with the help of our Landlord Specialist. HOP continues to help families prepare for financial readiness. In 2010, we met with remaining HOP applicants and all but 12 appear to be financially ready for the HOP program. 3 families became homeowners, making a total of 26 homeowners since the start of the City’s HOP in 2005. By the end of 2011, we hope 3-5 more families will become new homeowners.</p> <p>2) Project-based Vouchers</p> <p>The PHA is in process of revising its PBV Administrative Plan to be in compliance with HUD PBV regulations. A task force has been assembled to review the Project-base voucher feasibility.</p>
8.0	<p>Capital Improvements. Please complete Parts 8.1 through 8.3, as applicable. N/A</p>
8.1	<p>Capital Fund Program Annual Statement/Performance and Evaluation Report. As part of the PHA 5-Year and Annual Plan, annually complete and submit the <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i>, form HUD-50075.1, for each current and open CFP grant and CFFP financing. N/A</p>
8.2	<p>Capital Fund Program Five-Year Action Plan. As part of the submission of the Annual Plan, PHAs must complete and submit the <i>Capital Fund Program Five-Year Action Plan</i>, form HUD-50075.2, and subsequent annual updates (on a rolling basis, e.g., drop current year, and add latest year for a five year period). Large capital items must be included in the Five-Year Action Plan. N/A</p>
8.3	<p>Capital Fund Financing Program (CFFP). <input type="checkbox"/> Check if the PHA proposes to use any portion of its Capital Fund Program (CFP)/Replacement Housing Factor (RHF) to repay debt incurred to finance capital improvements. N/A</p>

9.0	<p>Housing Needs. Based on information provided by the applicable Consolidated Plan, information provided by HUD, and other generally available data, make a reasonable effort to identify the housing needs of the low-income, very low-income, and extremely low-income families who reside in the jurisdiction served by the PHA, including elderly families, families with disabilities, and households of various races and ethnic groups, and other families who are on the public housing and Section 8 tenant-based assistance waiting lists. The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location.</p> <p>Not applicable as this is a PHA Annual Plan submission</p>
9.1	<p>Strategy for Addressing Housing Needs. Provide a brief description of the PHA's strategy for addressing the housing needs of families in the jurisdiction and on the waiting list in the upcoming year. Note: Small, Section 8 only, and High Performing PHAs complete only for Annual Plan submission with the 5-Year Plan.</p> <p>Not applicable as this is a PHA Annual Plan submission</p>
10.0	<p>Additional Information. Describe the following, as well as any additional information HUD has requested.</p> <p>Not applicable as this is a PHA Annual Plan submission</p>

11.0	<p>Required Submission for HUD Field Office Review. In addition to the PHA Plan template (HUD-50075), PHAs must submit the following documents. Items (a) through (g) may be submitted with signature by mail or electronically with scanned signatures, but electronic submission is encouraged. Items (h) through (i) must be attached electronically with the PHA Plan. Note: Faxed copies of these documents will not be accepted by the Field Office.</p> <p>(a) Form HUD-50077, <i>PHA Certifications of Compliance with the PHA Plans and Related Regulations</i> (which includes all certifications relating to Civil Rights) (Attachment E)</p> <p> PHA Cert of Compliance with PHA</p> <p>(b) Form HUD-50070, <i>Certification for a Drug-Free Workplace</i> (PHAs receiving CFP grants only) – N/A (c) Form HUD-50071, <i>Certification of Payments to Influence Federal Transactions</i> (PHAs receiving CFP grants only) – N/A (d) Form SF-LLL, <i>Disclosure of Lobbying Activities</i> (PHAs receiving CFP grants only) – N/A (e) Form SF-LLL-A, <i>Disclosure of Lobbying Activities Continuation Sheet</i> (PHAs receiving CFP grants only) – N/A (f) Resident Advisory Board (RAB) comments. Comments received from the RAB must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the recommendations and the decisions made on these recommendations.</p> <p>(Attachment F)</p> <p> RAB Comments</p> <p>(g) Challenged Elements – There were no challenged elements</p> <p>(h) Form HUD-50075.1, <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i> (PHAs receiving CFP grants only) – N/A (i) Form HUD-50075.2, <i>Capital Fund Program Five-Year Action Plan</i> (PHAs receiving CFP grants only) – N/A</p>

This information collection is authorized by Section 511 of the Quality Housing and Work Responsibility Act, which added a new section 5A to the U.S. Housing Act of 1937, as amended, which introduced 5-Year and Annual PHA Plans. The 5-Year and Annual PHA plans provide a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, and informs HUD, families served by the PHA, and members of the public of the PHA's mission and strategies for serving the needs of low-income and very low-income families. This form is to be used by all PHA types for submission of the 5-Year and Annual Plans to HUD. Public reporting burden for this information collection is estimated to average 12.68 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD may not collect this information, and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

Privacy Act Notice. The United States Department of Housing and Urban Development is authorized to solicit the information requested in this form by virtue of Title 12, U.S. Code, Section 1701 et seq., and regulations promulgated thereunder at Title 12, Code of Federal Regulations. Responses to the collection of information are required to obtain a benefit or to retain a benefit. The information requested does not lend itself to confidentiality

Instructions form HUD-50075

Applicability. This form is to be used by all Public Housing Agencies (PHAs) with Fiscal Year beginning April 1, 2008 for the submission of their 5-Year and Annual Plan in accordance with 24 CFR Part 903. The previous version may be used only through April 30, 2008.

1.0 PHA Information

Include the full PHA name, PHA code, PHA type, and PHA Fiscal Year Beginning (MM/YYYY).

2.0 Inventory

Under each program, enter the number of Annual Contributions Contract (ACC) Public Housing (PH) and Section 8 units (HCV).

3.0 Submission Type

Indicate whether this submission is for an Annual and Five Year Plan, Annual Plan only, or 5-Year Plan only.

4.0 PHA Consortia

Check box if submitting a Joint PHA Plan and complete the table.

5.0 Five-Year Plan

Identify the PHA's Mission, Goals and/or Objectives (24 CFR 903.6). Complete only at 5-Year update.

5.1 Mission. A statement of the mission of the public housing agency for serving the needs of low-income, very low-income, and extremely low-income families in the jurisdiction of the PHA during the years covered under the plan.

5.2 Goals and Objectives. Identify quantifiable goals and objectives that will enable the PHA to serve the needs of low income, very low-income, and extremely low-income families.

6.0 PHA Plan Update. In addition to the items captured in the Plan template, PHAs must have the elements listed below readily available to the public. Additionally, a PHA must:

- (a) Identify specifically which plan elements have been revised since the PHA's prior plan submission.
- (b) Identify where the 5-Year and Annual Plan may be obtained by the public. At a minimum, PHAs must post PHA Plans, including updates, at each Asset Management Project (AMP) and main office or central office of the PHA. PHAs are strongly encouraged to post complete PHA Plans on its official website. PHAs are also encouraged to provide each resident council a copy of its 5-Year and Annual Plan.

PHA Plan Elements. (24 CFR 903.7)

1. **Eligibility, Selection and Admissions Policies, including Deconcentration and Wait List Procedures.** Describe the PHA's policies that govern resident or tenant eligibility, selection and admission including admission preferences for both public housing and HCV and unit assignment policies for public housing; and procedures for maintaining waiting lists for admission to public housing and address any site-based waiting lists.

2. **Financial Resources.** A statement of financial resources, including a listing by general categories, of the PHA's anticipated resources, such as PHA Operating, Capital and other anticipated Federal resources available to the PHA, as well as tenant rents and other income available to support public housing or tenant-based assistance. The statement also should include the non-Federal sources of funds supporting each Federal program, and state the planned use for the resources.

3. **Rent Determination.** A statement of the policies of the PHA governing rents charged for public housing and HCV dwelling units.

4. **Operation and Management.** A statement of the rules, standards, and policies of the PHA governing maintenance management of housing owned, assisted, or operated by the public housing agency (which shall include measures necessary for the prevention or eradication of pest infestation, including cockroaches), and management of the PHA and programs of the PHA.

5. **Grievance Procedures.** A description of the grievance and informal hearing and review procedures that the PHA makes available to its residents and applicants.

6. **Designated Housing for Elderly and Disabled Families.** With respect to public housing projects owned, assisted, or operated by the PHA, describe any projects (or portions thereof), in the upcoming fiscal year, that the PHA has designated or will apply for designation for occupancy by elderly and disabled families. The description shall include the following information: **1)** development name and number; **2)** designation type; **3)** application status; **4)** date the designation was approved, submitted, or planned for submission, and; **5)** the number of units affected.

7. **Community Service and Self-Sufficiency.** A description of: **(1)** Any programs relating to services and amenities provided or offered to assisted families; **(2)** Any policies or programs of the PHA for the enhancement of the economic and social self-sufficiency of assisted families, including programs under Section 3 and FSS; **(3)** How the PHA will comply with the requirements of community service and treatment of income changes resulting from welfare program requirements. **(Note: applies to only public housing).**

8. **Safety and Crime Prevention.** For public housing only, describe the PHA's plan for safety and crime prevention to ensure the safety of the public housing residents. The statement must include: (i) A description of the need for measures to ensure the safety of public housing residents; (ii) A description of any crime prevention activities conducted or to be conducted by the PHA; and (iii) A description of the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities.

9. **Pets.** A statement describing the PHAs policies and requirements pertaining to the ownership of pets in public housing.

10. **Civil Rights Certification.** A PHA will be considered in compliance with the Civil Rights and AFFH Certification if: it can document that it examines its programs and proposed programs to identify any impediments to fair housing choice within those programs; addresses those impediments in a reasonable fashion in view of the resources available; works with the local jurisdiction to implement any of the jurisdiction's initiatives to affirmatively further fair housing; and assures that the annual plan is consistent with any applicable Consolidated Plan for its jurisdiction.

11. **Fiscal Year Audit.** The results of the most recent fiscal year audit for the PHA.

12. **Asset Management.** A statement of how the agency will carry out its asset management functions with respect to the public housing inventory of the agency, including how the agency will plan for the long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs for such inventory.

13. **Violence Against Women Act (VAWA).** A description of: 1) Any activities, services, or programs provided or offered by an agency, either directly or in partnership with other service providers, to child or adult victims of domestic violence, dating violence, sexual assault, or stalking; 2) Any activities, services, or programs provided or offered by a PHA that helps child and adult victims of domestic violence, dating violence, sexual assault, or stalking, to obtain or maintain housing; and 3) Any activities, services, or programs provided or offered by a public housing agency to prevent domestic violence, dating violence, sexual assault, and stalking, or to enhance victim safety in assisted families.

7.0 Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, and Project-based Vouchers

(a) **Hope VI or Mixed Finance Modernization or Development.** 1) A description of any housing (including project number (if known) and unit count) for which the PHA will apply for HOPE VI or Mixed Finance Modernization or Development; and 2) A timetable for the submission of applications or proposals. The application and approval process for Hope VI, Mixed Finance Modernization or Development, is a separate process. See guidance on HUD's website at: <http://www.hud.gov/offices/pih/programs/ph/hope6/index.cfm>

(b) **Demolition and/or Disposition.** With respect to public housing projects owned by the PHA and subject to ACCs under the Act: (1) A description of any housing (including project number and unit numbers [or addresses]), and the number of affected units along with their sizes and accessibility features) for which the PHA will apply or is currently pending for demolition or disposition; and (2) A timetable for the demolition or disposition. The application and approval process for demolition and/or disposition is a separate process. See guidance on HUD's website at: http://www.hud.gov/offices/pih/centers/sac/demo_dispo/index.cfm
Note: This statement must be submitted to the extent that approved and/or pending demolition and/or disposition has changed.

(c) **Conversion of Public Housing.** With respect to public housing owned by a PHA: 1) A description of any building or buildings (including project number and unit count) that the PHA is required to convert to tenant-based assistance or

that the public housing agency plans to voluntarily convert; 2) An analysis of the projects or buildings required to be converted; and 3) A statement of the amount of assistance received under this chapter to be used for rental assistance or other housing assistance in connection with such conversion. See guidance on HUD's website at: <http://www.hud.gov/offices/pih/centers/sac/conversion.cfm>

(d) **Homeownership.** A description of any homeownership (including project number and unit count) administered by the agency or for which the PHA has applied or will apply for approval.

(e) **Project-based Vouchers.** If the PHA wishes to use the project-based voucher program, a statement of the projected number of project-based units and general locations and how project basing would be consistent with its PHA Plan.

8.0 **Capital Improvements.** This section provides information on a PHA's Capital Fund Program. With respect to public housing projects owned, assisted, or operated by the public housing agency, a plan describing the capital improvements necessary to ensure long-term physical and social viability of the projects must be completed along with the required forms. Items identified in 8.1 through 8.3, must be signed where directed and transmitted electronically along with the PHA's Annual Plan submission.

8.1 **Capital Fund Program Annual Statement/Performance and Evaluation Report.** PHAs must complete the *Capital Fund Program Annual Statement/Performance and Evaluation Report* (form HUD-50075.1), for each Capital Fund Program (CFP) to be undertaken with the current year's CFP funds or with CFFP proceeds. Additionally, the form shall be used for the following purposes:

- (a) To submit the initial budget for a new grant or CFFP;
- (b) To report on the Performance and Evaluation Report progress on any open grants previously funded or CFFP; and
- (c) To record a budget revision on a previously approved open grant or CFFP, e.g., additions or deletions of work items, modification of budgeted amounts that have been undertaken since the submission of the last Annual Plan. The Capital Fund Program Annual Statement/Performance and Evaluation Report must be submitted annually.

Additionally, PHAs shall complete the Performance and Evaluation Report section (see footnote 2) of the *Capital Fund Program Annual Statement/Performance and Evaluation* (form HUD-50075.1), at the following times:

- 1. At the end of the program year; until the program is completed or all funds are expended;
- 2. When revisions to the Annual Statement are made, which do not require prior HUD approval, (e.g., expenditures for emergency work, revisions resulting from the PHAs application of fungibility); and
- 3. Upon completion or termination of the activities funded in a specific capital fund program year.

8.2 Capital Fund Program Five-Year Action Plan

PHAs must submit the *Capital Fund Program Five-Year Action Plan* (form HUD-50075.2) for the entire PHA portfolio for the first year of participation in the CFP and annual update thereafter to eliminate the previous year and to add a new fifth year (rolling basis) so that the form always covers the present five-year period beginning with the current year.

8.3 **Capital Fund Financing Program (CFFP).** Separate, written HUD approval is required if the PHA proposes to pledge any

portion of its CFP/RHF funds to repay debt incurred to finance capital improvements. The PHA must identify in its Annual and 5-year capital plans the amount of the annual payments required to service the debt. The PHA must also submit an annual statement detailing the use of the CFFP proceeds. See guidance on HUD's website at:

<http://www.hud.gov/offices/pih/programs/ph/capfund/cffp.cfm>

9.0 Housing Needs. Provide a statement of the housing needs of families residing in the jurisdiction served by the PHA and the means by which the PHA intends, to the maximum extent practicable, to address those needs. **(Note: Standard and Troubled PHAs complete annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan).**

9.1 Strategy for Addressing Housing Needs. Provide a description of the PHA's strategy for addressing the housing needs of families in the jurisdiction and on the waiting list in the upcoming year. **(Note: Standard and Troubled PHAs complete annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan).**

10.0 Additional Information. Describe the following, as well as any additional information requested by HUD:

- (a) **Progress in Meeting Mission and Goals.** PHAs must include (i) a statement of the PHAs progress in meeting the mission and goals described in the 5-Year Plan; (ii) the basic criteria the PHA will use for determining a significant amendment from its 5-year Plan; and a significant amendment or modification to its 5-Year Plan and Annual Plan. **(Note: Standard and Troubled PHAs complete annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan).**
- (b) **Significant Amendment and Substantial Deviation/Modification.** PHA must provide the definition of "significant amendment" and "substantial deviation/modification". **(Note: Standard and Troubled PHAs complete annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan.)**

- (c) PHAs must include or reference any applicable memorandum of agreement with HUD or any plan to improve performance. **(Note: Standard and Troubled PHAs complete annually).**

11.0 Required Submission for HUD Field Office Review. In order to be a complete package, PHAs must submit items (a) through (g), with signature by mail or electronically with scanned signatures. Items (h) and (i) shall be submitted electronically as an attachment to the PHA Plan.

- (a) Form HUD-50077, *PHA Certifications of Compliance with the PHA Plans and Related Regulations*
- (b) Form HUD-50070, *Certification for a Drug-Free Workplace (PHAs receiving CFP grants only)*
- (c) Form HUD-50071, *Certification of Payments to Influence Federal Transactions (PHAs receiving CFP grants only)*
- (d) Form SF-LLL, *Disclosure of Lobbying Activities (PHAs receiving CFP grants only)*
- (e) Form SF-LLL-A, *Disclosure of Lobbying Activities Continuation Sheet (PHAs receiving CFP grants only)*
- (f) Resident Advisory Board (RAB) comments.
- (g) Challenged Elements. Include any element(s) of the PHA Plan that is challenged.
- (h) Form HUD-50075.1, *Capital Fund Program Annual Statement/Performance and Evaluation Report (Must be attached electronically for PHAs receiving CFP grants only)*. See instructions in 8.1.
- (i) Form HUD-50075.2, *Capital Fund Program Five-Year Action Plan (Must be attached electronically for PHAs receiving CFP grants only)*. See instructions in 8.2.

ATTACHMENT B

STATEMENT OF FINANCIAL RESOURCES CITY AND COUNTY OF HONOLULU ANNUAL PLAN FOR FY2012

Sources	Planned \$	Planned Uses
HCV HAP per funding letter	41,678,349	HCV rental subsidy
AF per settlement letters		
Jan - Jun	1,902,885	
Jul - Dec estimated not all settlements received	1,845,840	
Total CY10 funding estimate	45,427,074	
Mainstream (MS)		MS rental subsidy
Based on ACC not budget		
Jan - Jun 2010	816,418	
Jul - Dec 2010	816,553	
	1,632,971	
Moderate Rehabilitation (MRP)		MRP rental subsidy
Based on last contract which expired 1/15/11	171,392	
Total	47,231,437	
FSS coordinator grant for CY10	185,986	
Total Resources	47,417,423	

Civil Rights Certification

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
Expires 4/30/2011

Civil Rights Certification**Annual Certification and Board Resolution**

Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairman or other authorized PHA official if there is no Board of Commissioner, I approve the submission of the Plan for the PHA of which this document is a part and make the following certification and agreement with the Department of Housing and Urban Development (HUD) in connection with the submission of the Plan and implementation thereof:


The PHA certifies that it will carry out the public housing program of the agency in conformity with title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990, and will affirmatively further fair housing.

City and County of Honolulu

HI003

PHA Name

PHA Number/HA Code

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)	
Name of Authorized Official for Samuel E. H. Moku	Title Director
Signature 	Date 3/30/11



City and County of Honolulu

**Single Audit of Federal Financial Assistance
Programs**

June 30, 2010

City and County of Honolulu
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Year Ended June 30, 2010

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PART 1

INTRODUCTION

February 4, 2011

The Chair and Members of the City Council
City and County of Honolulu
Honolulu, Hawaii

We have completed our financial audit of the basic financial statements of the City and County of Honolulu, State of Hawaii ("City"), as of and for the year ended June 30, 2010. Our report containing our opinion on those basic financial statements is included in the City's *Comprehensive Annual Financial Report*. We have also audited the City's compliance with requirements applicable to its major federal financial programs. We submit herein our reports on compliance and internal control over financial reporting and over federal awards, the schedule of expenditures of federal awards, and the schedule of findings and questioned costs.

The audit objectives and scope of our audits, as defined in our contract with the City, are as follows:

OBJECTIVES

1. To provide a basis for an opinion on the fair presentation of the City's basic financial statements and operations for which the City is responsible.
2. To determine whether the City's internal controls are adequate in assuring that:
 - a) there is effective control over and proper accounting of revenues, expenditures, assets and liabilities;
 - b) the City has established sufficient internal controls to properly manage federal financial assistance programs; and
 - c) the City complies with applicable laws and regulations regarding internal controls.
3. To determine whether expenditures and other disbursements have been made and all revenues and other receipts to which the City is entitled have been collected and accounted for in accordance with the laws, rules and regulations, and policies and procedures of the City, the State of Hawaii, and the federal government (where applicable).
4. To determine whether the City has complied with the laws and regulations that may have a material effect on the financial statements and on each major federal financial assistance program.
5. To ascertain the adequacy of the financial and other management information reports in providing officials at the different levels of the City with information to plan, evaluate, control, and correct program activities of the City and the operations for which the City is responsible.

6. To recommend improvements to the City's systems and procedures, including, but not limited to, the management information system and the accounting and operating procedures.
7. To provide a basis for two separately issued opinions on the fair presentation of the City's financial statements relating to two enterprise funds – the sewer system and the public transportation system.

SCOPE OF AUDITS

1. We performed our audits of the City's financial statements as of and for the year ended June 30, 2010 in accordance with auditing standards generally accepted in the United States of America, as adopted by the American Institute of Certified Public Accountants, and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.
2. As part of our audit of the City's financial statements, we performed tests of the City's compliance with certain provisions of laws, regulations, contracts and grants. We also evaluated the City's internal control over financial reporting, which included an assessment of the internal controls in place to ensure effective control over and proper accounting of financial information and compliance with laws and regulations.
3. We performed our audit of the City's federal financial assistance programs for the year ended June 30, 2010 in accordance with auditing standards generally accepted in the United States of America, as adopted by the American Institute of Certified Public Accountants, the standards applicable to financial audits contained in *Government Auditing Standards*, certain provisions of the Office of Management and Budget ("OMB") Circular A-133 and the applicable sections described in the OMB's Circular A-133 Compliance Supplement.

ORGANIZATION OF REPORT

This report is organized into the following parts:

1. Part 1, entitled "Introduction," briefly describes the objectives and scope of our audits and the organization and contents of this report.
2. Part 2, entitled "Compliance and Internal Control" includes the "Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with *Government Auditing Standards*" report on the City's internal control over financial reporting and compliance and other matters, the "Compliance With Requirements That Could Have a Direct and Material Effect on Each Major Program and on Internal Control Over Compliance in Accordance With OMB Circular A-133" report on the City's compliance and internal control over federal awards, and a schedule of expenditures of federal awards for the year ended June 30, 2010.
3. Part 3, entitled "Schedule of Findings and Questioned Costs," consists of current year findings and questioned costs, and the status of findings noted in the prior year's report.
4. The "Corrective Action Plan," includes the City's corrective action plan for the internal control and compliance matters noted in this report.

Our reports on the City's basic financial statements, the sewer system and the public transportation system financial statements as of and for the year ended June 30, 2010 have been issued separately. A separate management letter dated December 30, 2010 has also been issued.

We will be pleased to discuss any questions that you or your associates may have regarding our report.

Very truly yours,

Accuity LLP

DMT/CY

PART 2

COMPLIANCE AND INTERNAL CONTROL



CERTIFIED PUBLIC ACCOUNTANTS

**Report of Independent Auditors on Internal Control
Over Financial Reporting and on Compliance and
Other Matters Based on an Audit of Financial Statements
Performed in Accordance with *Government Auditing Standards***

To the Chair and Members of the City Council
City and County of Honolulu

We have audited the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City and County of Honolulu, State of Hawaii (the "City") as of and for the year ended June 30, 2010, which collectively comprise the City's basic financial statements, and have issued our report thereon dated December 30, 2010. Our report includes a reference to other auditors. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Other auditors audited the financial statements of the Board of Water Supply, which is the City's discretely presented component unit, as described in our report on the City's financial statements. This report includes our consideration of the results of the other auditor's testing of internal control over financial reporting and compliance and other matters that are reported on separately by those auditors. However, this report, insofar as it relates to the results of the other auditors, is based solely on the reports of the other auditors.

Internal Control over Financial Reporting

In planning and performing our audit, we considered the City's internal control over financial reporting as a basis for designing our auditing procedures for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control over financial reporting. Accordingly, we do not express an opinion on the effectiveness of the City's internal control over financial reporting.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A material weakness is a deficiency, or combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis.

Our consideration of the internal control over financial reporting was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over financial reporting that might be deficiencies, significant deficiencies, or material weaknesses. We and the other auditors did not identify any deficiencies in internal control over financial reporting that we consider to be material weaknesses, as defined above. However, we and the other auditors identified certain deficiencies in internal control over financial reporting, described in Finding No. 2010-1 in the accompanying schedule of findings and questioned costs that we consider to be a significant deficiency

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in internal control over financial reporting. A significant deficiency is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the City's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests and those of other auditors disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

We noted certain matters that we reported to the City Council in a separate letter dated December 30, 2010.

The City's response to the finding identified in our audit is described in the accompanying Corrective Action Plan. We did not audit the City's response and, accordingly, we express no opinion on it.

This report is intended solely for the information and use of the City Council, management, others within the entity, and federal awarding agencies and pass-through entities and is not intended to be and should not be used by anyone other than these specified parties.

Accuity LLP

Honolulu, Hawaii
December 30, 2010

**Report of Independent Auditors on Compliance with Requirements That
Could Have a Direct and Material Effect on Each Major Program and on
Internal Control Over Compliance in Accordance with OMB Circular A-133**

The Chair and Members of the City Council
City and County of Honolulu

Compliance

We have audited the City and County of Honolulu's, State of Hawaii ("City"), compliance with the types of compliance requirements described in the U.S. Office of Management and Budget ("OMB") *Circular A-133 Compliance Supplement* that could have a direct and material effect on each of the City's major federal programs for the year ended June 30, 2010. The City's major federal programs are identified in the summary of auditors' results section of the accompanying schedule of findings and questioned costs. Compliance with the requirements of laws, regulations, contracts, and grants applicable to each of its major federal programs is the responsibility of the City's management. Our responsibility is to express an opinion on the City's compliance based on our audit.

The City's basic financial statements include the operations of the Board of Water Supply, a discretely presented component unit, which expended \$6,803,419 in federal awards which is not included in the schedule during the year ended June 30, 2010. Our audit, described below, did not include the operations of the Board of Water Supply because it engaged other auditors to perform an audit in accordance with Circular A-133.

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*. Those standards and OMB Circular A-133 require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about the City's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances. We believe that our audit provides a reasonable basis for our opinion. Our audit does not provide a legal determination of the City's compliance with those requirements.

In our opinion, the City, complied, in all material respects, with the compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2010. However, the results of our auditing procedures disclosed instances of noncompliance with those requirements, which are required to be reported in accordance with OMB Circular A-133 and which are described in the accompanying schedule of findings and questioned costs as Finding Nos. 2010-2 and 2010-3.

Internal Control Over Compliance

Management of the City is responsible for establishing and maintaining effective internal control over compliance with the requirements of laws, regulations, contracts, and grants applicable to federal programs. In planning and performing our audit, we considered the City's internal control over compliance with the requirements that could have a direct and material effect on a major federal program to determine the auditing procedures for the purpose of expressing our opinion on compliance and to test and report on internal control over compliance in accordance with OMB Circular A-133, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of the City's internal control over compliance.

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. A material weakness in internal control over compliance is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be deficiencies, significant deficiencies, or material weaknesses. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses, as defined above.

Schedule of Expenditures of Federal Awards

We have audited the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City, as of and for the year ended June 30, 2010, and have issued our report thereon dated December 30, 2010. We did not audit the financial statements of the Board of Water Supply, which is the City's discretely presented component unit. Our audit was performed for the purpose of forming our opinions on the financial statements that collectively comprise the City's basic financial statements. The accompanying schedule of expenditures of federal awards is presented for purposes of additional analysis as required by OMB Circular A-133 and is not a required part of the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and, in our opinion, is fairly stated, in all material respects, in relation to the basic financial statements as a whole.

The City's responses to the findings identified in our audit are described in the accompanying Corrective Action Plan. We did not audit the City's responses and, accordingly, we express no opinion on it.

This report is intended solely for the information and use of the City Council, management of the City, others within the entity, federal awarding agencies, and pass-through entities and is not intended to be and should not be used by anyone other than these specified parties.

Accuity LLP

Honolulu, Hawai'i
February 4, 2011

City and County of Honolulu
State of Hawaii
Schedule of Expenditures of Federal Awards
Year Ended June 30, 2010

Federal Grantor/Program/Grant	Catalog of Federal Domestic Assistance Number	Pass-Through Identifier	Federal Expenditures
Office of National Drug Control Policy			
High Intensity Drug Trafficking Area Program	7.000	—	\$ 1,822,214
Total Office of National Drug Control Policy			<u>1,822,214</u>
U.S. Department of Agriculture			
Pass-through from the State Department of Education			
Summer Food Service Program for Children	10.559	12-351523	321,295
Pass-through from the State Department of Human Services			
Food Stamp Employment Training	10.561	DHS-06-BESSD-3000SA2	37,391
Pass-through from the State Department of Land and Natural Resources			
Cooperative Forestry Assistance – Volunteer Fire Assistance	10.664	08-DG-11052012-160	50,000
Total U.S. Department of Agriculture			<u>408,686</u>
U.S. Department of Commerce			
Economic Adjustment Assistance	11.307	—	20,199
Oahu Technology and Innovation Center	11.307	—	28,231
			<u>48,430</u>
Public Safety Interoperable Communications Grant Program	11.555	—	1,208,605
Total U.S. Department of Commerce			<u>1,257,035</u>
U.S. Navy			
Pass-through from the State Department of Health			
Wahiawa WWTP Influent Pumping Station and Appurtenances	12.000	N62742-75-C-9101	2,000,000
Total U.S. Navy			<u>2,000,000</u>
U.S. Department of Housing and Urban Development			
Supportive Housing for Persons with Disabilities	14.181	—	1,528,966
<i>CDBG Entitlement Grants Cluster</i>			
Community Development Block Grants – Entitlement Grants	14.218	—	13,287,378
ARRA – Community Development Block Grants – Entitlement Grants	14.253	—	96,911
<i>Total CDBG Entitlement Grants Cluster</i>			<u>13,384,289 *</u>
Economic Development Initiative, Special Purpose Grant	14.225	—	497,050
Emergency Shelter Grants Program	14.231	—	1,014,665
Supportive Housing Program	14.235	—	301,246
Shelter Plus Care Program	14.238	—	3,678,163 *
HOME Investment Partnerships Program	14.239	—	6,303,072
Housing Opportunities for Persons with AIDS	14.241	—	437,437
Makiki Library	14.246	—	70,660
ARRA – Homelessness Prevention and Rapid Re-Housing Program	14.257	—	1,103,180
Lower Income Housing Assistance – Section 8 Moderate Rehabilitation	14.856	—	149,659
Section 8 Housing Choice Vouchers	14.871	—	45,363,245
Pass-through Hawaii Public Housing Authority			
Section 8 Housing Choice Vouchers	14.871	PMB 02-04	379,824
			<u>45,743,069 *</u>
Total U.S. Department of Housing and Urban Development			<u>74,211,456</u>
U.S. Department of Justice			
Domestic Cannabis Eradication/Suppression Program	16.000	—	191,552
Federal Asset Forfeiture	16.000	—	317,983
Pass-through from the State Department of Attorney General			
Hawaii Coalition Against Human Trafficking	16.320	08-VT-01	66,119
Pass-through from the State Department of Human Services			
Juvenile Accountability Block Grants	16.523	06-OYS-3035	213,175
Gang-Free Schools and Communities – Community-Based Gang Intervention	16.544	—	18,355
National Institute of Justice Forensic DNA Laboratory Improvement Program	16.564	—	191,554

City and County of Honolulu
State of Hawaii
Schedule of Expenditures of Federal Awards
Year Ended June 30, 2010

Federal Grantor/Program/Grant	Catalog of Federal Domestic Assistance Number	Pass-Through Identifier	Federal Expenditures
Pass-through from the State Department of Attorney General			
Crime Victim Assistance	16.575	04-VA-2, 05-VA-2	893,042
Violence Against Women Formula Grants	16.588	06-WF-04, 06-WF-17 08-WF-04, 06-WF-19, 06-WF-18	93,837
ARRA – Public Safety Partnership and Community Policing Grants	16.710	—	1,025,602
Public Safety Partnership and Community Policing Grants	16.710	—	453,226
			<u>1,478,828 *</u>
Pass-through from the State Department of Health			
Enforcing Underage Drinking Laws Program	16.727	MOU 08-211, Mod. 1	51,406
Pass-through from the State Department of Defense			
Enforcing Underage Drinking Laws Program	16.727	MOA 10/20/08	26,284
			<u>77,690</u>
Edward Byrne Memorial Justice Assistance Grant	16.738	—	244,624
Pass-through from the State Attorney General			
Edward Byrne Memorial Justice Assistance Grant	16.738	06-DJ-13 08-DJ-05 05-DJ-11 08-DJ-04	2,538 43,865 25,380 19,128
			<u>335,535 *</u>
Pass-through from the State Attorney General			
ARRA – Edward Byrne Memorial Justice Assistance Grant Program/ Grants to States and Territories	16.803	09-SU-19 09-SU-21 MOA	2,738 * 4,405 * 10,663 *
ARRA – Edward Byrne Memorial Justice Assistance Grant Program/ Grants to Units of Local Government	16.804	—	1,146,104
Edward Byrne Memorial Justice Assistance Grant Program/ Grants to Units of Local Government	16.804	—	23,081
			<u>1,169,185 *</u>
<i>Total Justice Assistance Grant Program Cluster</i>			
Total U.S. Department of Justice			<u>5,064,661</u>
U.S. Department of Labor			
Pass-through from the State Department of Labor and Industrial Relations			
Unemployment Insurance	17.225	REED-06-0	1,708,580
Pass-through from the State Department of Labor and Industrial Relations			
<i>Workforce Investment Act Cluster</i>			
ARRA – Work Investment Act – Administration	17.250	WIA-05-LAC-0, WIA-06-LAC-0	220,971
Work Investment Act – Administration	17.250	WIA-07-LAC-0, WIA-08-LAC-0 WIA-07-LAC-0, WIA-08-LAC-0 WIA-09-LAC-0	103,949 70,023
ARRA – Work Investment Act – Adult Program	17.258	WIA-07-AP-0, WIA-08-AP-0	296,686
Work Investment Act – Adult Program	17.258	WIA-07-AP-0, WIA-08-AP-0	681,539
ARRA – Work Investment Act – Youth Activities	17.259	WIA-08-ARRA-YP-0	346,750
Work Investment Act – Youth Activities	17.259	WIA-07-YP-0, WIA-08-YP-0	1,346,412
ARRA – Work Investment Act – Dislocated Workers Program	17.278	WIA-ARRA-08-DW-0	735,357
Work Investment Act – Dislocated Workers Program	17.278	WIA-07,08,09, DWP-0	833,106
			<u>4,634,793 *</u>
<i>Total Workforce Investment Act Cluster</i>			
WIA Pilots, Demonstrations, and Research Projects	17.261	—	344,070
Pass-through from the Youthbuild U.S.A.			
WIA Pilots, Demonstrations, and Research Projects	17.261	007	1,104
Pass-through from the RCUH Maui Community College			
WIA Pilots, Demonstrations, and Research Projects	17.261	PO Z715801	384
			<u>345,558</u>

City and County of Honolulu
State of Hawaii
Schedule of Expenditures of Federal Awards
Year Ended June 30, 2010

Federal Grantor/Program/Grant	Catalog of Federal Domestic Assistance Number	Pass-Through Identifier	Federal Expenditures
Pass-through from the State Department of Labor and Industrial Relations Incentive Grants – WIA Section 503	17.267	WIA DEMO CAA-07-01	169,394
ARRA – Youthbuild	17.274	—	170,134
Youthbuild	17.274	—	345,897
			<u>516,031</u>
Pass-through from the State Department of Labor and Industrial Relations Work Investment Act – National Emergency Grants	17.277	WIA-06-NEG-DM-0 WIA-08-NEG-AA-0	194,831
Total U.S. Department of Labor			<u>7,569,187</u>
U.S. Department of Transportation			
Pass-through from the State Department of Transportation Highway Planning and Construction	20.205	STP-0001 SRS-1500(37) BR-NBIS(40) BR-NBIS(42) STP-8810(1) FLH-0300(90), STP-8920(1)	1,385,109 31,256 105,173 540,390 31,106 738,583
ARRA – Highway Planning and Construction	20.205	STP-0001	17,883
Pass-through from the Oahu Metropolitan Planning Organization Highway Planning and Construction	20.205	PL-052(30) PL-052(26) WE 201.65-07 FHWA 203.74-08, FHWA 203.77-09 WE 203.30-00	40,124 73,662 116,818 327,278 13,550
			<u>3,420,932 *</u>
<i>Federal Transit Cluster</i>			
Federal Transit – Capital Investment Grants	20.500	—	3,351,910
Federal Transit – Formula Grants	20.507	—	88,682
		—	112,400
		—	234,850
		—	1,314
ARRA – Federal Transit – Formula Grants	20.507	—	21,000,000
<i>Total Federal Transit Cluster</i>			<u>24,400,571</u>
Pass-through from the State Department of Transportation State and Community Highway Safety	20.600	PS08-09(04-)-01), 163-PS06-08, PS10-09(03-O-01)	14,316
Total U.S. Department of Transportation			<u>52,624,975</u>
U.S. Environmental Protection Agency			
Congressionally Mandated Projects	66.202	—	29,389
Pass-through from the State Department of Health Capitalization Grants for Clean Water State Revolving Funds	66.458	C150046-55 C150048-60 C150048-68 C150046-70 C150070-45 C150051-70	40,349 505,836 359,901 22,970,021 16,845,211 8,626,334
ARRA – Capitalization Grants for Clean Water State Revolving Funds	66.458		<u>49,347,652 *</u>
Brownfields Assessment and Cleanup Cooperative Agreements	66.818	—	48,520
Total U.S. Environmental Protection Agency			<u>49,425,561</u>

City and County of Honolulu
State of Hawaii
Schedule of Expenditures of Federal Awards
Year Ended June 30, 2010

Federal Grantor/Program/Grant	Catalog of Federal Domestic Assistance Number	Pass-Through Identifier	Federal Expenditures
U.S. Department of Education			
Pass-through from the State Department of Human Services			
Vocational Rehabilitation	84.126	DHS-07-VR-4028	6,163
ARRA – Vocational Rehabilitation	84.390	DHS-10-VR-151	68,619
			<u>74,782</u>
Pass-through from the State Department of Education			
Twenty-First Century Community Learning Center	84.287	13023	54,841
Total U.S. Department of Education			<u>129,623</u>
U.S. Department of Health and Human Services			
Pass-through from the Executive Office on Aging			
Special Programs for the Aging – Title III, Part D – Disease Prevention and Health Promotion Services	93.043	HON-2007 to 10-1	62,798
<i>Aging Cluster</i>			
Pass-through from the Executive Office on Aging			
Special Programs for the Aging – Title III, Part B – Grants for Supportive Services and Senior Centers	93.044	HON-2007-1, 2008-1, 2009-1, 2010-1	952,007
Supportive Services – FY07, FY08, FY09 and FY10	93.045	HON-2007-1, 2008-1, 2009-1, 2010-1	746,373
Home Delivered Meals – FY10	93.045	HON-2008-1, 2009-1, 2010-1	403,259
ARRA – Aging Home-Delivered Nutrition Services for States	93.705	—	50,476
ARRA – Aging Congregate Nutrition Services for States	93.707	—	80,530
<i>Total Aging Cluster</i>			<u>2,232,645</u>
Special Programs for the Aging – Title IV and Title II – Discretionary Projects	93.048	HON-ADRC-07-N HON-EBI-CDSMP-09	46,224
Pass-through from the Executive Office on Aging			
National Family Caregiver Support, Title III, Part E	93.052	HON-2007-1, 2008-1 2009-1, 2010-1	477,073
Pass-through from the State Department of Health			
Suicide Prevention Services	93.243	09-127	218,286
Pass-through from the State Department of Human Services			
First to Work and Case Management Services	93.558	DHS-08-BESSD-5043	1,447,322
Pass-through from the State Department of Human Services			
ARRA – Emergency Contingency Fund for TANF State Program	93.714	DHS-08-BESSD-5042	159,607
Pass-through from the Research Corporation of the University of Hawaii			
Demonstration to Maintain Independence and Employment	93.769	—	30,049
Provision of Medicare Part D Drugs	93.794	—	1,406
Pass-through from the State Department of Health			
Enforcement of Retail Tobacco Outlets in the City and County of Honolulu	93.959	ASO Log No. 09-010, Mod.1	33,169
Strategic Prevention Framework State Incentive Grant	93.959	ASO Log No. 10-038	92,620
			<u>125,789</u>
Total U.S. Department of Health and Human Services			<u>4,801,199</u>

City and County of Honolulu
State of Hawaii
Schedule of Expenditures of Federal Awards
Year Ended June 30, 2010

Federal Grantor/Program/Grant	Catalog of Federal Domestic Assistance Number	Pass-Through Identifier	Federal Expenditures
U.S. Department of Homeland Security			
Pass-through from the State Civil Defense 2008 Pre-Disaster Mitigation	97.017	PDMC-09-HI-2008	26,466
Pass-through from the State Department of Defense October 2004 Flood	97.036	FEMA-1575-DR-HI	394,902
March 2006 Flood	97.036	FEMA-1640-DR-HI	19,835
			<u>414,737</u>
2008 Assistance to Firefighter Grant	97.044	—	136,640
<i>Homeland Security Grant Cluster</i>			
Pass-through from the State Civil Defense Law Enforcement Terrorism Prevention Program	97.067	2007-GE-T7-0013	1,121,666
Citizen Corp Program	97.067	2006-GE-T6-0033	34,723
		2007-GE-T7-0013	
		2009-SS-T9-0006	
Metropolitan Medical Response System Program	97.067	2005-GE-T5-0034	139,109
		2006-GE-T6-0033	
		2007-GE-T7-0013	
		2009-SS-T9-0006	
Urban Areas Security Initiative Program	97.067	2005-GE-T5-0034	4,702,804
		2006-GE-T6-0033	
		2007-GE-T7-0013	
		2008-GE-T8-0022	
		2009-SS-T9-0006	
State Homeland Security Program	97.067	2005-GE-T5-0034	318,253
		2008-GE-T8-0022	
		2009-SS-T9-0006	
<i>Total Homeland Security Grant Program</i>			<u>6,316,555</u>
Pass-through from the State Department of Defense Rail and Transit Security Grant Program	97.075	2006-RL-T6-0009	589,395
		2007-RL-T7-0016	
		2007-RL-T7-0106	
		2008-RL-T8-0023	
Regional Catastrophic Preparedness Grant Program	97.111	2008-CP-T8-0020	50,462
Total U.S. Department of Homeland Security			<u>7,534,255</u>
Total Expenditure of Federal Awards			<u>\$ 206,848,852</u>

(*)Denotes major federal financial assistance program as defined by OMB Circular A-133.

City and County of Honolulu
Notes to Schedule of Expenditures of Federal Awards
Year Ended June 30 2010

1. Basis of Presentation

The accompanying schedule of expenditures of federal awards includes the federal grant activity of the City and County of Honolulu ("City") and is presented on the cash basis of accounting. The information in this schedule is presented in accordance with the requirements of OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*. Therefore, some amounts presented in this schedule may differ from amounts presented in, or used in the preparation of, the basic financial statements.

2. Loans Outstanding

The City had the following loan balances outstanding and advances awarded as of and for the year ended June 30, 2010, which are not presented in the schedule of expenditures of federal awards.

Program Title	CFDA Number	Loans/Advances	Loans Outstanding
Major programs			
Community Development Block Grants – Entitlement Grants	14.218	\$ 1,810,000	\$ 33,747,318
HOME Investment Partnership Programs	14.239	1,959,750	16,110,511
Section 8 Housing Choice Vouchers	14.871	-	3,478,770
		<u>\$ 3,769,750</u>	<u>\$ 53,336,599</u>

3. Capitalization Grants for Clean Water State Revolving Funds

At June 30, 2010, federal awards and state matching fund expenditures under capitalization grants for clean water state revolving funds were as follows:

Federal	\$ 49,347,652
State	<u>859,446</u>
	<u>\$ 50,207,098</u>

City and County of Honolulu
Notes to Schedule of Expenditures of Federal Awards
Year Ended June 30 2010

4. Subrecipients

Of the federal expenditures presented in the schedule of expenditures of federal awards, the City provided federal awards to subrecipients as follows:

Program Title	CFDA No.	Amount Provided to Subrecipients
U.S. Department of Commerce		
Economic Adjustment Assistance	11.307	\$ 20,000
Oahu Technology and Innovation Center	11.307	28,231
Total U.S. Department of Commerce		<u>48,231</u>
U.S. Department of Housing and Urban Development		
Community Development Block Grants – Entitlement Grants	14.218	8,728,299
ARRA – Community Development Block Grants – Entitlement Grants	14.253	96,911
Economic Development Initiative, Special Purpose Grant	14.225	488,682
Emergency Shelter Grants Program	14.231	1,014,665
Supportive Housing Program	14.235	297,450
Shelter Plus Care Program	14.238	3,678,163
HOME Investment Partnerships Program	14.239	3,948,512
Housing Opportunities for Persons with AIDS	14.241	437,437
ARRA – Homelessness Prevention and Rapid Re-Housing Program	14.257	1,065,515
Total U.S. Department of Housing and Urban Development		<u>19,755,634</u>
U.S. Department of Justice		
Crime Victim Assistance	16.575	384,604
Total U.S. Department of Justice		<u>384,604</u>
U.S. Environmental Protection Agency		
Brownfields Assessment and Cleanup Cooperative Agreements	66.818	43,328
Total U.S. Environmental Protection Agency		<u>43,328</u>
U.S. Department of Health and Human Services		
Special Programs for the Aging – Title III, Part D – Disease Prevention and Health Promotion Services	93.043	62,798
Special Programs for the Aging – Title III, Part B – Grants for Supportive Services and Senior Centers	93.044	952,007
Special Programs for the Aging – Title III, Part C – Nutrition Services	93.045	1,017,069
Special Programs for the Aging - Title IV and Title II, Discretionary Projects	93.048	13,000
National Family Caregiver Support, Title III, Part E	93.052	413,144
Total U.S. Department of Health and Human Services		<u>2,458,018</u>
Total Provided to Subrecipients		<u>\$ 22,689,815</u>

PART 3

SCHEDULE OF FINDINGS AND QUESTIONED COSTS

City and County of Honolulu
Schedule of Findings and Questioned Costs
Year Ended June 30, 2010

Section I – Summary of Auditors' Results

Financial Statements

Type of auditors' report issued	Unqualified
Internal control over financial reporting:	
Material weaknesses identified?	No
Significant deficiencies identified?	Yes
Noncompliance material to financial statements noted?	No

Federal Awards

Internal control over major programs:	
Material weaknesses identified?	No
Significant deficiencies identified?	No
Type of auditors' report issued on compliance for major programs	Unqualified
Any audit findings disclosed that are required to be reported in accordance with Circular A-133, Section .510(a)?	Yes

Identification of Major Programs

CFDA Number	Federal Program or Cluster	
14.218, 14.253	Community Development Block Grants/Entitlement Grants	
14.238	Shelter Plus Care	
14.871	Section 8 Housing Choice Vouchers	
16.710	Public Safety Partnership and Community Policing Grants	
16.738, 16.803, 16.804	Justice Assistance Grant Program Cluster	
17.250, 17.258, 17.259, 17.278	Workforce Investment Act Cluster	
20.205	Highway Planning and Construction	
20.500, 20.507	Federal Transit Cluster	
66.458	Capitalization Grants for Clean Water State Revolving Funds	
Dollar threshold used to distinguish between Type A and Type B programs		\$3,000,000
Auditee qualified as low-risk auditee?		Yes

City and County of Honolulu
Schedule of Findings and Questioned Costs
Year Ended June 30, 2010

Section II – Financial Statement Findings

Finding No. 2010-1 Deficiencies in Information Technology Controls (Significant Deficiency)

Condition

Information technology ("IT") is a strategic element of the City and County of Honolulu's (the "City") operations. Because of the high volume transactions at the City, the establishment of internal controls over processes incorporating IT is critical to its operations. As part of our financial statement audit for the year ended June 30, 2010, we performed an IT general controls review of the following systems operated by the City:

- Windows Domain
- AMS Advantage Financial Management System
- AMS Advantage Human Resources Management System
- City Human Resources Management System
- Personnel Time and Attendance System
- IAS World Web Based Real Property System
- Revenue Collection Cashier System

Our review resulted in several IT control deficiencies in the areas of physical and logical security, change management and recovery as follows:

Physical and logical security

- System password configurations were inconsistent with the City's IT security policy.
- Several terminated employees continued to have access to the City's IT systems.
- No effective periodic review performed to detect whether terminated individuals are able to log-in to the IT systems or physically access the server room.
- No review performed to determine whether access rights granted to employees were commensurate with their job responsibilities.
- Lack of documentation evidencing approval to provide new or transferred employees access to the IT systems.
- Lack of segregation of duties in certain areas of security administration, operating system and database security.
- Lack of monitoring controls to identify unauthorized changes within the IT systems.
- Lack of formal monitoring controls to identify suspicious attempts to gain access to the City's network.

Change management

- System changes were made prior to the completion of testing and approval.
- Lack of segregation of duties among City and vendor programmers.
- Lack of a formalized change management process for certain systems.

City and County of Honolulu

Schedule of Findings and Questioned Costs

Year Ended June 30, 2010

Recovery

- No full restoration testing from backup media.

Collectively, the number and related nature of the IT control deficiencies resulted in an overall significant deficiency.

Criteria

When IT is used to initiate, record, process, and report on transactions included in the financial statements, the systems and related processes should include internal controls to prevent or detect potential misstatements.

Effect

Internal controls in the following areas address the following risks:

Physical and logical security

Unauthorized access to these systems could result in either the destruction of data, unauthorized or nonexistent transactions being made or transactions being inaccurately recorded.

Change management

Unauthorized or untested changes promoted to the production environment could cause the systems to either process data differently than intended or unexpectedly compromise the integrity of the data maintained.

Recovery

Untested back-up media could be unreadable, resulting in backed-up data being unrecoverable in the event a restoration of the production environment is necessary.

Cause

The primary causes of these deficiencies were due to the City's IT policies and procedures not including internal control procedures addressing the IT risks noted above and not being consistently followed.

Recommendation

As the City Human Resources Management System was replaced with the AMS Advantage Human Resources Management System in February 2010, any internal control deficiencies associated with that system will be inherently addressed. However, for the remaining systems, we recommend that the City perform the following:

- Update its IT policies and procedures to include internal control procedures addressing the IT risks above.
- Identify methods to ensure that IT policies and procedures are consistently followed.
- Work with vendor programmers to address any internal control deficiencies due to system limitations.

City and County of Honolulu
Schedule of Findings and Questioned Costs
Year Ended June 30, 2010

Section III – Federal Award Findings and Questioned Costs

		Questioned Cost
Finding No. 2010-2:	Cash Management	\$ _____
Federal Agency:	United States Department of Transportation	
CFDA Number and Title:	20.205 Highway Planning and Construction	
Award Year	2004	
Award Number:	PL-052(26) PL-052(30)	

Condition

The City's Highway Planning and Construction program is 80% federally funded on a reimbursement basis. During our cash management testing of the City's program, we noted invoices paid subsequent to the receipt of cash from the Oahu Metropolitan Planning Organization ("OMPO"), the pass-through entity. We noted reimbursements in the amount of \$24,401 were deposited into the City's account on September 14, 2009, while the invoices were paid on September 16, 2009 and on January 20, 2010.

Criteria

The United States Department of Transportation ("DOT") Federal Highway Administration publication "Financing Federal-Aid Highways" describes the reimbursable nature of the program as follows:

"It is important to understand that the FAHP is not a "cash up-front" program. That is, even though the authorized amounts are "distributed" to the States, no cash is actually disbursed at this point. Instead, States are notified that they have Federal funds available for their use. Projects are approved and work is started; then the Federal government makes payments to the States for costs as they are incurred on projects."

31 CFR 205.11 states "reimbursable funding means that a Federal Program Agency transfers Federal funds to a State after that State has already paid out the funds for Federal assistance program purposes."

Effect

Noncompliance could jeopardize future federal funding for the City's Highway Planning and Construction program.

Cause

We were informed that the project has both City and Federal coded accounts within the City's Advantage system, which are set up for funding according to the respective matching requirement. As projects are on a reimbursement basis, only City funds are initially used for payments. As such, City funds initially pay for 100% of invoices and then reimbursement is requested. Once City funds are fully utilized, federal funds are requested in advance of payments of invoices, which is not in compliance with the program and grant requirements.

Recommendation

We recommend that the City's Highway Planning and Construction program ensure invoices are paid prior to the receipt of federal funds. The City could also inquire with pass-through entities and the federal government if the City can obtain future federal funding through advances rather than reimbursements.

City and County of Honolulu
Schedule of Findings and Questioned Costs
Year Ended June 30, 2010

		Questioned Cost
Finding No. 2010-3:	Cash Management	\$ _____
Federal Agency:	United States Department of Labor	
CFDA Number and Title:	17.258 – 17.260 Workforce Investment Act Cluster	
Award Year	2008	
Award Number:	WIA-07-AP-0 WIA-08-AP-0 WIA-07-YP-0 WIA-08-YP-0 WIA-08-ARRA-YP-0 WIA-ARRA-08-DW-0 WIA-07,08,09 DWP-0	

Condition

The City's Workforce Investment Act ("WIA") Cluster programs are federally funded on a reimbursement or advance basis. During our cash management testing, we noted one instance out of forty drawdowns tested of funds being advanced but held for an extended period of time. We noted \$187,610 was received on August 14, 2009 and was used to fund payroll for the pay periods ended August 14, 2009 and August 31, 2009. Therefore, approximately \$94,000 of the funds received on August 14, 2009 were an advance for payroll expenditures incurred from August 15, 2009 through August 31, 2009.

Criteria

31 CFR, part 205 states that when funds are advanced, recipients must follow procedures to minimize the time elapsed between the transfer of funds from the U.S. Treasury and disbursement. Based on our testing of three other federally funded programs for which the City receives advance funding, we noted the City was able to disburse funds received between two to five business days after receipt.

Effect

Noncompliance could jeopardize future federal funding for the City's WIA programs. Furthermore, interest earned on any advances in excess of \$100 annually is required to be tracked and remitted back to the federal government.

Cause

The City is a subrecipient of the federal funding for its WIA programs, which is passed through the State of Hawaii, Department of Labor and Industrial Relations ("DLIR"). According to the program's fiscal officer, the requested funds are often not received from DLIR for eleven to fourteen days after requests are made. Therefore, per the program fiscal officer, the City was attempting to minimize the number of funding requests to increase efficiency between the City and DLIR. However, we noted that the City submitted its request for the advanced funds in question on July 31, 2009. Consequently, although the requested funds were not received from DLIR until August 14, 2009, the \$94,000 related to the payroll for the second half of August 2009 was not disbursed in a timely manner.

Recommendation

We recommend that the City's WIA program establish policies and procedures to minimize the time elapsing between the receipt of federal funds advanced and disbursement of those funds.

City and County of Honolulu
Schedule of Findings and Questioned Costs
Year Ended June 30, 2010

Section IV – Summary Schedule of Prior Audit Findings

None

CORRECTIVE ACTION PLAN

DEPARTMENT OF BUDGET AND FISCAL SERVICES
CITY AND COUNTY OF HONOLULU
530 SOUTH KING STREET, ROOM 208 • HONOLULU, HAWAII 96813
PHONE: (808) 768-3900 • FAX: (808) 768-3179 • INTERNET: www.honolulu.gov

PETER B. CARLISLE
MAYOR



MICHAEL R. HANSEN
ACTING DIRECTOR

February 4, 2011

Mr. Edwin Young
Office of the City Auditor
1001 Kamokila Blvd. #216
Kapolei, HI 96707

Dear Mr. Young:

RE: SINGLE AUDIT REPORT FOR THE FISCAL YEAR ENDED JUNE 30, 2010

Enclosed is the response to the recommendations included in Accuity LLP's preliminary draft of the single audit report of the City and County of Honolulu for the fiscal year ended June 30, 2010. The response includes action taken or contemplated, anticipated completion dates, and City personnel responsible for the corrective action.

Sincerely,

A handwritten signature in black ink, appearing to read "Michael R. Hansen".

Michael R. Hansen
Acting Director

MRH
MRH:lt
Attachments

APPROVED:

A handwritten signature in black ink, appearing to read "Douglas S. Chin".

Douglas S. Chin
Managing Director

cc: BFS -Internal Control

BFS COPY

**RESPONSE TO SINGLE AUDIT REPORT
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
For the Year Ended June 30, 2010**

CURRENT YEAR FINDINGS AND RECOMMENDATIONS

Finding No. 2010-1 Deficiencies in Information Technology Controls (Significant Deficiency)

Audit Recommendation: As the City Human Resources Management System was replaced with the AMS Advantage Human Resources Management System in February 2010, any internal control deficiencies associated with that system will be inherently addressed. However, for the remaining systems, we recommend that the City perform the following:

- Update its IT policies and procedures to include internal control procedures addressing IT risks noted.
- Identify methods to ensure that IT policies and procedures are consistently followed.
- Work with vendor programmers to address any internal control deficiencies due to system limitations.

Administration's Comment: The City is in the process of updating its IT policies and procedures in accordance with the auditor's recommendations and the staff will be informed of the updates. The City will work with vendor programmers to address any internal control deficiencies.

Anticipated Completion Date: December 31, 2011

Contact Person(s): Gordon J. Bruce, Director and CIO, Department of Information Technology
Keith Ho, Chief of Data Processing, Department of Information Technology

Finding No. 2010-2: Cash Management

Audit Recommendation: We recommend that the City's Highway Planning and Construction program ensure invoices are paid prior to the receipt of federal funds. The City could also inquire with pass-through entities and the federal government if the City can obtain future federal funding through advances rather than reimbursements.

Administration's Comment: The City will ensure that project costs are paid before submitting reimbursement requests to the State Department of Transportation.

Anticipated Completion Date: December 31, 2010

Contact Person(s): Nelson Koyanagi Jr., Chief Accountant, Budget and Fiscal Services
Ann Sakurao, Fiscal Officer, Budget and Fiscal Services

RESPONSE TO SINGLE AUDIT REPORT
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
For the Year Ended June 30, 2010

Finding No. 2010-3: Cash Management

Audit Recommendation: We recommend that the City's WIA program establish policies and procedures to minimize the time elapsing between the receipt of federal funds advanced and disbursement of those funds.

Administration's Comment: The City will continue to request funds based on the projected needs of each grant and minimize the time lapsed between the receipt and the disbursement of such funds.

Anticipated Completion Date: Implemented.

Contact Person(s): Nelson Koyanagi Jr., Chief Accountant, Budget and Fiscal Services
Beryle Matsumura, Fiscal Officer, Budget and Fiscal Services

PHA Certifications of Compliance with PHA Plans and Related Regulations	U.S. Department of Housing and Urban Development Office of Public and Indian Housing Expires 4/30/2011
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**PHA Certifications of Compliance with the PHA Plans and Related Regulations:
Board Resolution to Accompany the PHA 5-Year and Annual PHA Plan**

Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairman or other authorized PHA official if there is no Board of Commissioners, I approve the submission of the 5-Year and/or X Annual PHA Plan for the PHA fiscal year beginning 2011, hereinafter referred to as "the Plan", of which this document is a part and make the following certifications and agreements with the Department of Housing and Urban Development (HUD) in connection with the submission of the Plan and implementation thereof:

1. The Plan is consistent with the applicable comprehensive housing affordability strategy (or any plan incorporating such strategy) for the jurisdiction in which the PHA is located.
2. The Plan contains a certification by the appropriate State or local officials that the Plan is consistent with the applicable Consolidated Plan, which includes a certification that requires the preparation of an Analysis of Impediments to Fair Housing Choice, for the PHA's jurisdiction and a description of the manner in which the PHA Plan is consistent with the applicable Consolidated Plan.
3. The PHA certifies that there has been no change, significant or otherwise, to the Capital Fund Program (and Capital Fund Program/Replacement Housing Factor) Annual Statement(s), since submission of its last approved Annual Plan. The Capital Fund Program Annual Statement/Annual Statement/Performance and Evaluation Report must be submitted annually even if there is no change.
4. The PHA has established a Resident Advisory Board or Boards, the membership of which represents the residents assisted by the PHA, consulted with this Board or Boards in developing the Plan, and considered the recommendations of the Board or Boards (24 CFR 903.13). The PHA has included in the Plan submission a copy of the recommendations made by the Resident Advisory Board or Boards and a description of the manner in which the Plan addresses these recommendations.
5. The PHA made the proposed Plan and all information relevant to the public hearing available for public inspection at least 45 days before the hearing, published a notice that a hearing would be held and conducted a hearing to discuss the Plan and invited public comment.
6. The PHA certifies that it will carry out the Plan in conformity with Title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990.
7. The PHA will affirmatively further fair housing by examining their programs or proposed programs, identify any impediments to fair housing choice within those programs, address those impediments in a reasonable fashion in view of the resources available and work with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement and maintain records reflecting these analyses and actions.
8. For PHA Plan that includes a policy for site based waiting lists:
 - The PHA regularly submits required data to HUD's 50058 PIC/IMS Module in an accurate, complete and timely manner (as specified in PIH Notice 2006-24);
 - The system of site-based waiting lists provides for full disclosure to each applicant in the selection of the development in which to reside, including basic information about available sites; and an estimate of the period of time the applicant would likely have to wait to be admitted to units of different sizes and types at each site;
 - Adoption of site-based waiting list would not violate any court order or settlement agreement or be inconsistent with a pending complaint brought by HUD;
 - The PHA shall take reasonable measures to assure that such waiting list is consistent with affirmatively furthering fair housing;
 - The PHA provides for review of its site-based waiting list policy to determine if it is consistent with civil rights laws and certifications, as specified in 24 CFR part 903.7(c)(1).
9. The PHA will comply with the prohibitions against discrimination on the basis of age pursuant to the Age Discrimination Act of 1975.
10. The PHA will comply with the Architectural Barriers Act of 1968 and 24 CFR Part 41, Policies and Procedures for the Enforcement of Standards and Requirements for Accessibility by the Physically Handicapped.
11. The PHA will comply with the requirements of section 3 of the Housing and Urban Development Act of 1968, Employment Opportunities for Low-or Very-Low Income Persons, and with its implementing regulation at 24 CFR Part 135.

12. The PHA will comply with acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and implementing regulations at 49 CFR Part 24 as applicable.
13. The PHA will take appropriate affirmative action to award contracts to minority and women's business enterprises under 24 CFR 5.105(a).
14. The PHA will provide the responsible entity or HUD any documentation that the responsible entity or HUD needs to carry out its review under the National Environmental Policy Act and other related authorities in accordance with 24 CFR Part 58 or Part 50, respectively.
15. With respect to public housing the PHA will comply with Davis-Bacon or HUD determined wage rate requirements under Section 12 of the United States Housing Act of 1937 and the Contract Work Hours and Safety Standards Act.
16. The PHA will keep records in accordance with 24 CFR 85.20 and facilitate an effective audit to determine compliance with program requirements.
17. The PHA will comply with the Lead-Based Paint Poisoning Prevention Act, the Residential Lead-Based Paint Hazard Reduction Act of 1992, and 24 CFR Part 35.
18. The PHA will comply with the policies, guidelines, and requirements of OMB Circular No. A-87 (Cost Principles for State, Local and Indian Tribal Governments), 2 CFR Part 225, and 24 CFR Part 85 (Administrative Requirements for Grants and Cooperative Agreements to State, Local and Federally Recognized Indian Tribal Governments).
19. The PHA will undertake only activities and programs covered by the Plan in a manner consistent with its Plan and will utilize covered grant funds only for activities that are approvable under the regulations and included in its Plan.
20. All attachments to the Plan have been and will continue to be available at all times and all locations that the PHA Plan is available for public inspection. All required supporting documents have been made available for public inspection along with the Plan and additional requirements at the primary business office of the PHA and at all other times and locations identified by the PHA in its PHA Plan and will continue to be made available at least at the primary business office of the PHA.
21. The PHA provides assurance as part of this certification that:
 - (i) The Resident Advisory Board had an opportunity to review and comment on the changes to the policies and programs before implementation by the PHA;
 - (ii) The changes were duly approved by the PHA Board of Directors (or similar governing body); and
 - (iii) The revised policies and programs are available for review and inspection, at the principal office of the PHA during normal business hours.
22. The PHA certifies that it is in compliance with all applicable Federal statutory and regulatory requirements.

City and County of Honolulu
PHA Name

HI003
PHA Number/HA Code

5-Year PHA Plan for Fiscal Years 20__ - 20__

X Annual PHA Plan for Fiscal Years 2011 - 2012

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. **Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official

Title

for Samuel E. H. Moku

Director, Department of Community Services

Signature

Samuel E. H. Moku

Date

3/30/11

**Resident Advisory Board
PHA Annual Plan Questions and Comments
February 10, 2011**

Questions:

1. Do you advertise for homeowners to rent to Section 8 as there is not enough homeowners that rent to Section 8?

Response: The Section 8 Branch advertises through their annual landlord workshop and outreaches through the Landlord Specialist.

2. What happens to people that received Section 8 and goes off and now need it? What happens to them?

Response: Terminated participants must reapply when the wait list is open. This gives everyone the same opportunity to apply for housing

3. Why doesn't HUD purchase more housing and land for rentals for homeless? Why don't they convert vacant land to housing?

Response: Section 8 Branch's responsibility is to administer the Housing Choice Voucher program. This question should be directed to the Department of Housing and Urban Development (HUD).

Comments:

1. I think it is not fair to get Project-Based Vouchers (PBV) and then be able to get Section 8. I think they should go through the wait list like everyone else.
2. I think the termination process is fair.